

September 2020

Position Description

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Position Title:	Occupational Therapist, Child Development Service (CDS) Christchurch Combined Campus	
Reports to:	Clinical Manager, Child Development Service, Christchurch Combined Campus Occupational Therapy Team Leader, CDS	
Key Relationships:	Internal: <ul style="list-style-type: none"> • Clinical Manager CDS • Occupational Therapy Team Leader, CDS • Physiotherapists, Occupational Therapists, Social Worker, Psychologists, Therapy Assistant, Admin staff at CDS • Director of Allied Health, Allied Health Managers and Team Leaders, Christchurch Campus • Executive Director of Allied Health • Paediatricians, Orthopaedic and other Consultants Christchurch Hospital • Allied Health and Nursing Staff, Child Health, Christchurch Hospital • ASD Coordinator, Child Development Coordinator, CNS Child Development, Christchurch Hospital • Adults Community Therapy Service • CDHB (including Ashburton) and West Coast DHB Allied Health, Nursing and Medical Staff 	External: <ul style="list-style-type: none"> • Children/ tamariki, their families/ whānau/ carers • Ministry of Education Early Intervention and Therapy staff • Other early intervention services, Canterbury • Ministry of Education school teams, Occupational Therapists, physiotherapists, Speech Language Therapists, Psychologists. • Allied Health and support staff at Special Education schools. • Orthotics South Island • Enable New Zealand and other funding agencies • Rehabilitation equipment suppliers • Community Support Services/NGO's • Lifelinks Needs Assessment Service • New Zealand Occupational Therapy Board • Otago Polytechnic, Occupational Therapy School tutors and students
Organisational Vision:	The Canterbury District Health Board's vision is to promote, enhance and facilitate the health and well-being of the people of the Canterbury District.	
Organisational Values & Philosophy:	The Canterbury DHB is committed to being an excellent and caring funder / provider of health and hospital services. Integral to the achieving our vision, goals and objectives of the DHB are the values of the organization: <ul style="list-style-type: none"> • Care & respect for others • Integrity in all we do • Responsibility for outcomes 	

Role Purpose:	<p>The aim of the role is to support children to meet their potential encouraging participation with their whanau and peers in their home and community.</p> <p>The Occupational Therapist is accountable for the provision of a high-quality service to children and families/ whānau in the Child Development Service.</p>
Scope and Complexity	<p>Most challenging duties typically undertaken, or most complex problems solved:</p> <ul style="list-style-type: none"> • Working independently with children and their families/whānau in the community, in homes or preschools. • Engaging with families/whānau who may be highly stressed and concerned about their child's development and diagnosis • Working with families/whānau with complex social situations • Working with children with high safety or behavioural needs • Prioritising and independently managing caseload. • Provide support and cover when required. • Applying knowledge and skills in a non-familiar setting

Tasks:	Expected Result:
1. Delivery of responsive and high-quality occupational therapy service in the CDS	<ul style="list-style-type: none"> • The therapist actively engages with the child and family/whānau in all aspects of intervention including goal setting, assessment and treatment decision making. • Caseload is prioritised and managed independently. • Responsiveness and quality of service can be demonstrated through clinical notes, peer review/observation, audits, reflective practice and feedback from families/whānau • Working in a family/ whānau centred and holistic way is demonstrated. • Cultural awareness is demonstrated in practice.
2. Actively strives to consolidate and extend clinical and professional skills.	<ul style="list-style-type: none"> • Learning needs are identified with plans to achieve goals. • Actively develops and enhances clinical knowledge and skills in the area of child development and disabilities. • Participation in professional development and performance appraisal is demonstrated • Participation in clinical and professional supervision is demonstrated

<p>3. Maintains accurate and timely administration systems</p>	<ul style="list-style-type: none"> • CDS and professional documentation standards, both local and nationally, are met. • Timely and accurate records of treatment sessions are kept in the child's electronic clinical record. • Maintains accurate statistical information to reflect care provided. • Correspondence is responded to appropriately and promptly. • Appointments are arranged with family/whānau and recorded in SIPICS- South Island Patient Information Care system in a timely manner. • Functional goals are agreed and documented together with the family/whānau • Outcome measures are used to monitor progress towards goals and results documented. • Discharge reports are completed in a timely manner.
<p>4. Quality Ensure a quality service is provided by taking an active role in quality activities, identifying areas of improvement.</p>	<ul style="list-style-type: none"> • Participation in quality improvement initiatives is demonstrated. • Knowledge and use of quality tools such as audit is demonstrated. • Is responsive to patient requests or complaints. • Actively participates in team meetings and discussions • Contributes to service development and actively identifies areas of improvement. • Be familiar with and apply the organisational and divisional policies and procedures. • Evaluates clinical practice through reflection, audit and use of outcome measures
<p>5. Health and Safety Maintaining a high quality, safe and secure work environment by following relevant Canterbury DHB and divisional policies, protocols and standards</p>	<ul style="list-style-type: none"> • Participation in health and safety in the workplace occurs • Safe work practice is carried out • Safe use and maintenance of equipment occurs • Accidents are reported in Safety First. • Hazards are identified controlled and monitored • Emergency procedures are known • Advice in safe work practice is sought from your manager if required

PERSON SPECIFICATION:

Qualifications & Experience	
<p>Essential:</p> <ul style="list-style-type: none"> • A NZ Registered Occupational Therapist with current practising certificate. • A minimum of 12 months clinical experience <p>Personal Attributes:</p> <ul style="list-style-type: none"> • Excellent time management and organisational skills • Ability to work under pressure • Able to prioritise workload • Initiative and the ability to work unsupervised • Excellent communication skills, written and verbal • Flexibility and adaptability • Understanding of the requirements for patient confidentiality • Ability to work collaboratively in a multidisciplinary team • Able to drive both manual and automatic cars with a clean current New Zealand driver's license. 	<p>Desirable:</p> <ul style="list-style-type: none"> • Over 2 years of clinical experience • Has paediatric experience and knowledge of child development and/or disabilities. • Research experience • Computer skills (MS Office) • Enable Accreditation in the following: Personal Care and House Hold Management, Basic Housing, Wheeled Mobility & Postural Management Level 1, Wheeled Mobility & Postural Management Lying, • Enable Credential in the following: Complex Housing, Wheeled Mobility & Postural Management Level 2, or Wheeled Mobility & Postural Management Custom <p>Key Behaviours:</p> <ul style="list-style-type: none"> • Ability to “work together” in a truthful and helpful manner. • Ability to “work smarter” by being innovative and proactive. • Accepts responsibility for actions.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.

